
Budget

Appropriation: \$ 226,160

The purpose of the Budget Office is to assist in the development and implementation of a financial plan that provides a basis for control by the Mayor and Council over municipal operations. The Budget Office is responsible for providing technical support to city departments in the development, preparation and implementation of the annual operating budget and midyear budget review.

2003/04 Operational Highlights:

- Enhanced the 2003/04 budget document and received the Distinguished Budget Presentation Award Certificate from the Government Finance Officers Association (September 2003).
- Continued to work with the Finance Committee to incorporate strategic planning and goal setting for development of FY2004/05 budget (March 2004).
- Streamlined forms required for departmental budget requests and reduced the amount of data transcription and verification required.
- Continued development of a stand-alone database system to provide enhanced reporting and data mining capabilities as well as improved time efficiency in developing budget publications and ad hoc reports.

2004/05 Goals and Objectives:

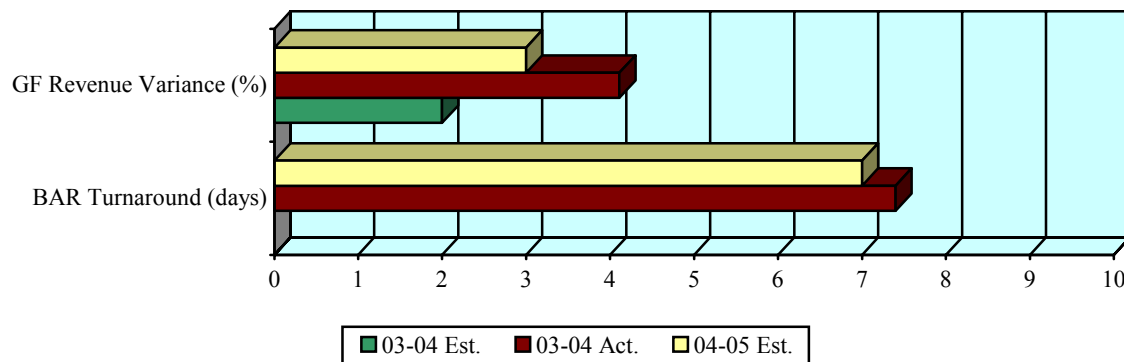
- Provide information and training to departments on budget policies and monitoring, enabling greater efficiency and accountability in city operations by assuring that spending needs are properly balanced against fund availability.
- Produce a budget calendar, assist in preparing revenue and expenditure adjustments and coordinate presentation of the review to the governing body.
- Collect and consolidate budget policies, program measurements, and goals and objectives, and improve performance measurements produced in budget development in anticipation of strategic planning at the senior administrative and governing body levels.
- Develop budget forms, instructions and calendars while streamlining the budget process and including more comprehensive budget policy guidance in response to strategic planning initiatives.
- Continue to develop the database system for use in all aspects of the budget development process, allowing for an improved work product in less time.

Budget Commentary:

The General Fund provides funding for the salaries and benefits of the Budget Director and two staff members, and the costs associated with the production and printing of the annual operating budget document.

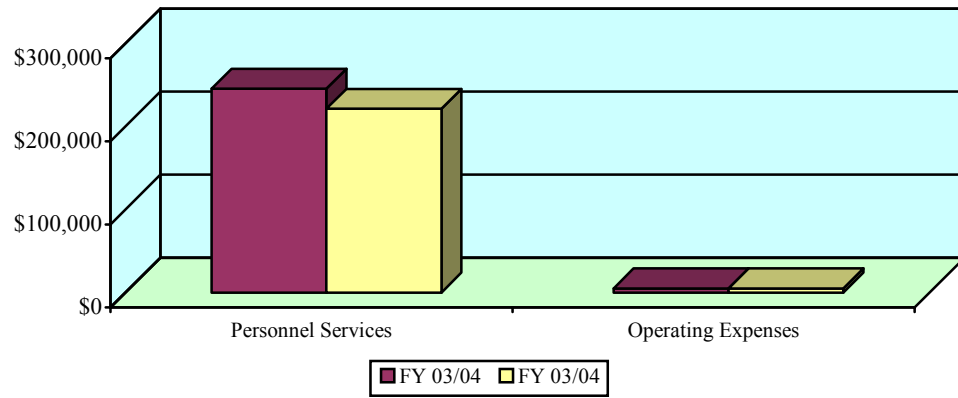
<u>Standard Program Measurements:</u>	<u>03/04 EST.</u>	<u>03/04 ACTUAL</u>	<u>04/05 EST.</u>
1. Percent variance between estimated General Fund revenue and actual	2.00%	4.11%	3.00%
2. Average turnaround time for budget adjustment requests (days)	N/A*	7.4	7

*New program measure—no estimate was made for FY 2003/04



<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Budget Division Director	1 – CLFT	1 – CLFT
Budget Analyst	1 – CLFT	1 – CLFT
Budget Database Analyst	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	3	3

EXPENDITURE CLASSIFICATION



	FY 03/04 <u>REVISED</u>	FY 04/05 <u>APPROPRIATION</u>
Personnel Services	\$ 245,400	\$ 221,160
Operating Expenses	<u>5,000</u>	<u>5,000</u>
 TOTAL:	 \$ 250,400	 \$ 226,160